



Daily Operations Briefing

April 13, 2020

0800 Hours

Welcome – Planning Section Chief



1. **Welcome & Introductions**
2. **Expected Outcomes**
 - A. Transfer of information
 - B. Hand off duties
 - C. Clarify expectations for the day
 - D. Execution of Incident Action Plan (IAP)
3. **Ground Rules**
 - A. Cell phones and radios off/silent
 - B. Minimize side-bar conversations
 - C. Stick to the agenda

Welcome!

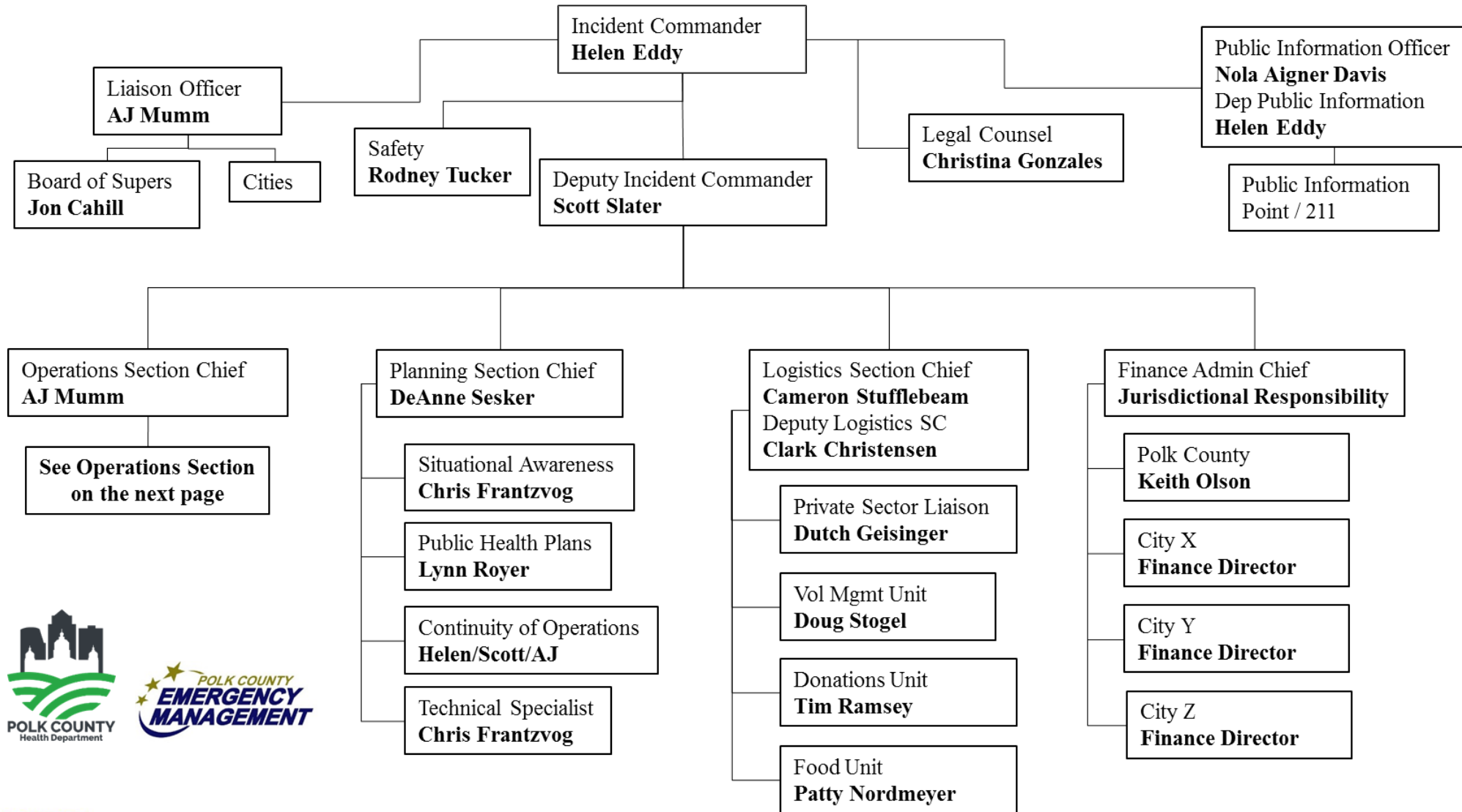


Opening Comments

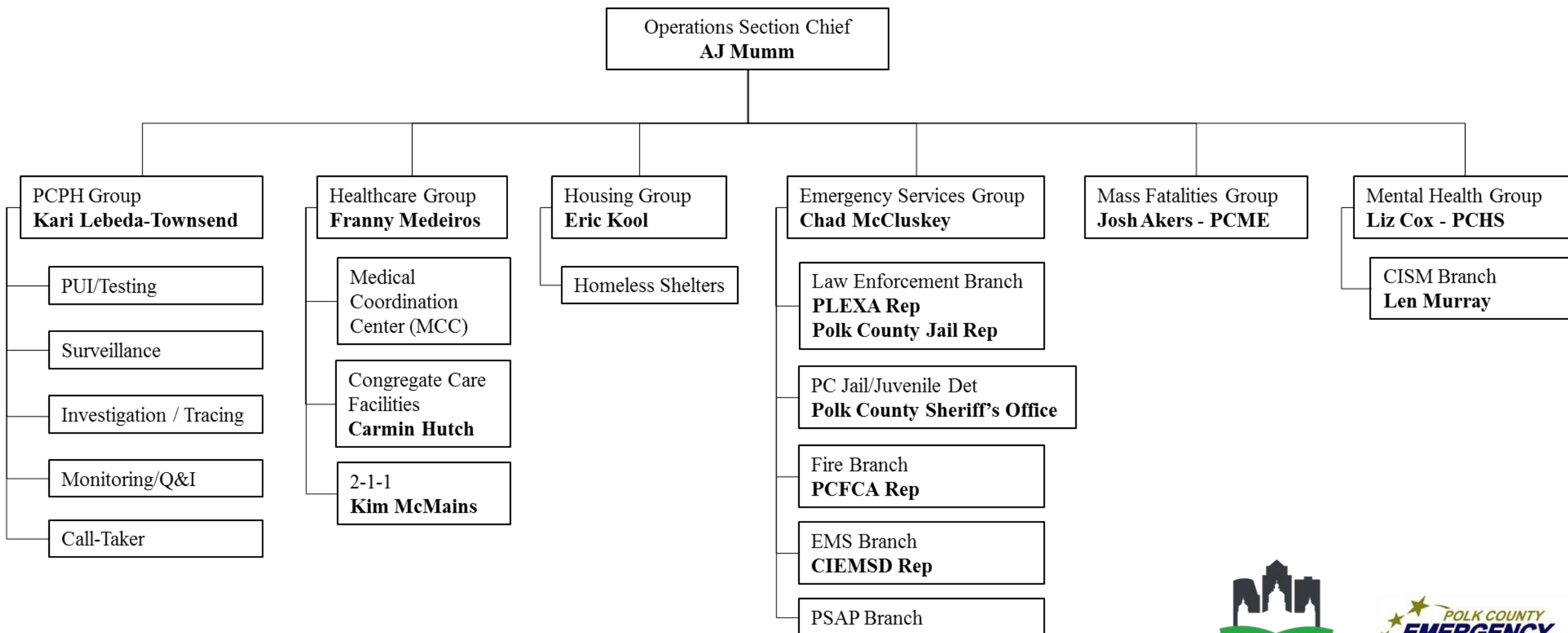
Helen Eddy – Incident Commander

Polk County Public Health Director

CORONAVIRUS COVID-19 ORGANIZATIONAL CHART (04/01/20)



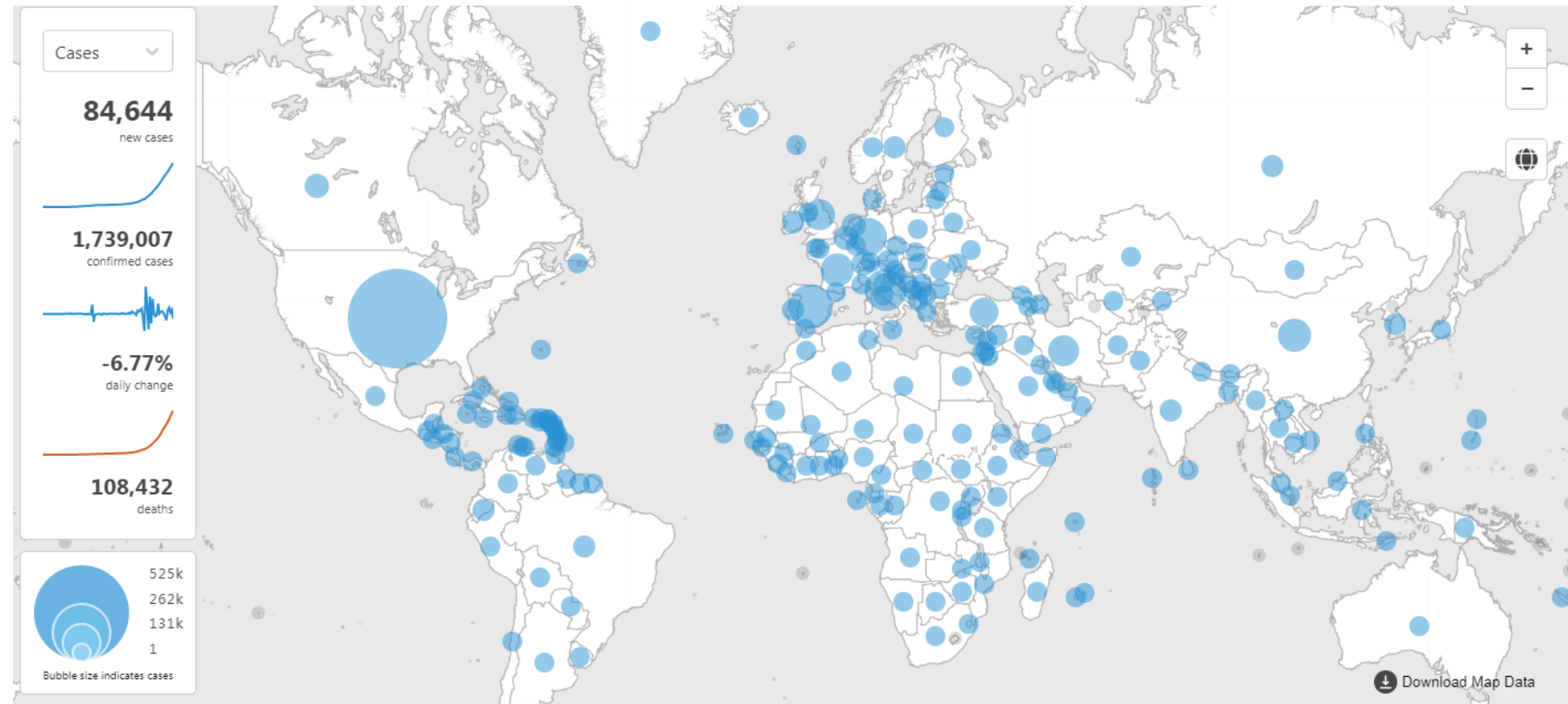
Operations Section



Global Situation Update

World Health Organization

259,839 new cases
Since Friday 3/10

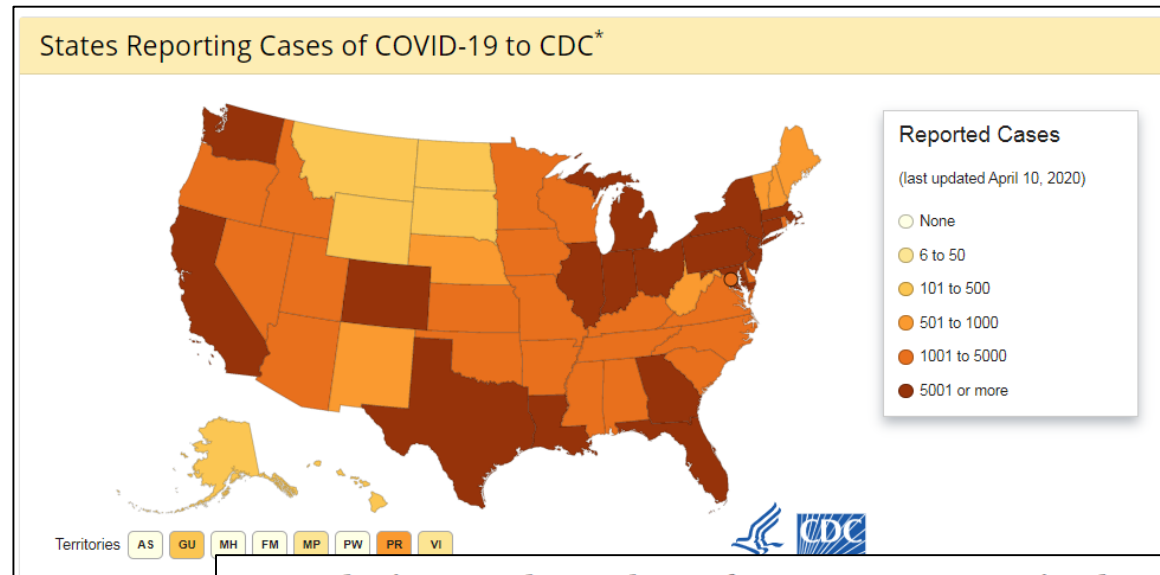


<https://experience.arcgis.com/experience/685d0ace521648f8a5beeeee1b9125cd>

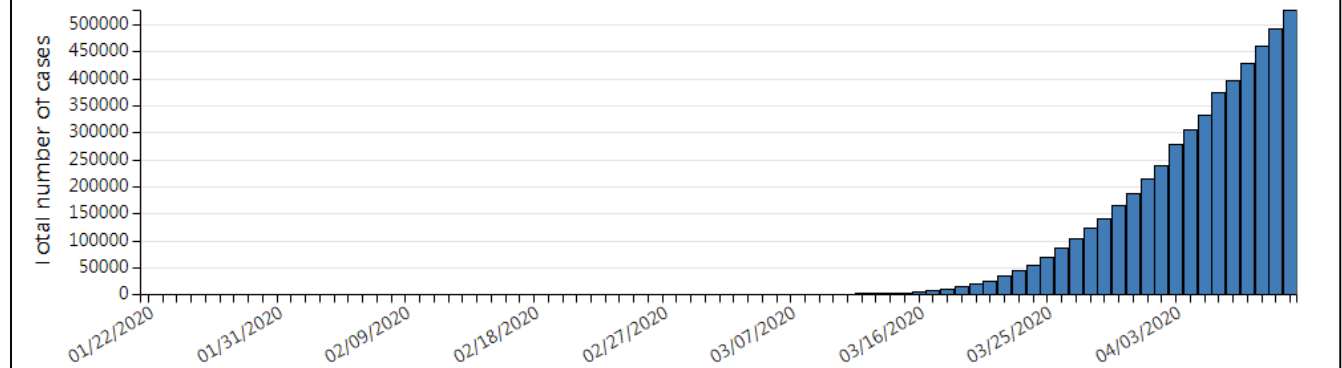
U.S.A. Situation Update

Centers for Disease
Control and
Prevention

Current Case
Count: **525,704**
(+33,288 since Friday 3/10)



Cumulative total number of COVID-19 cases in the United States by report date, January 12, 2020 to April 11, 2020, at 4pm ET (n=525,704)*†



<https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/cases-in-us.html>

Iowa Situation Update

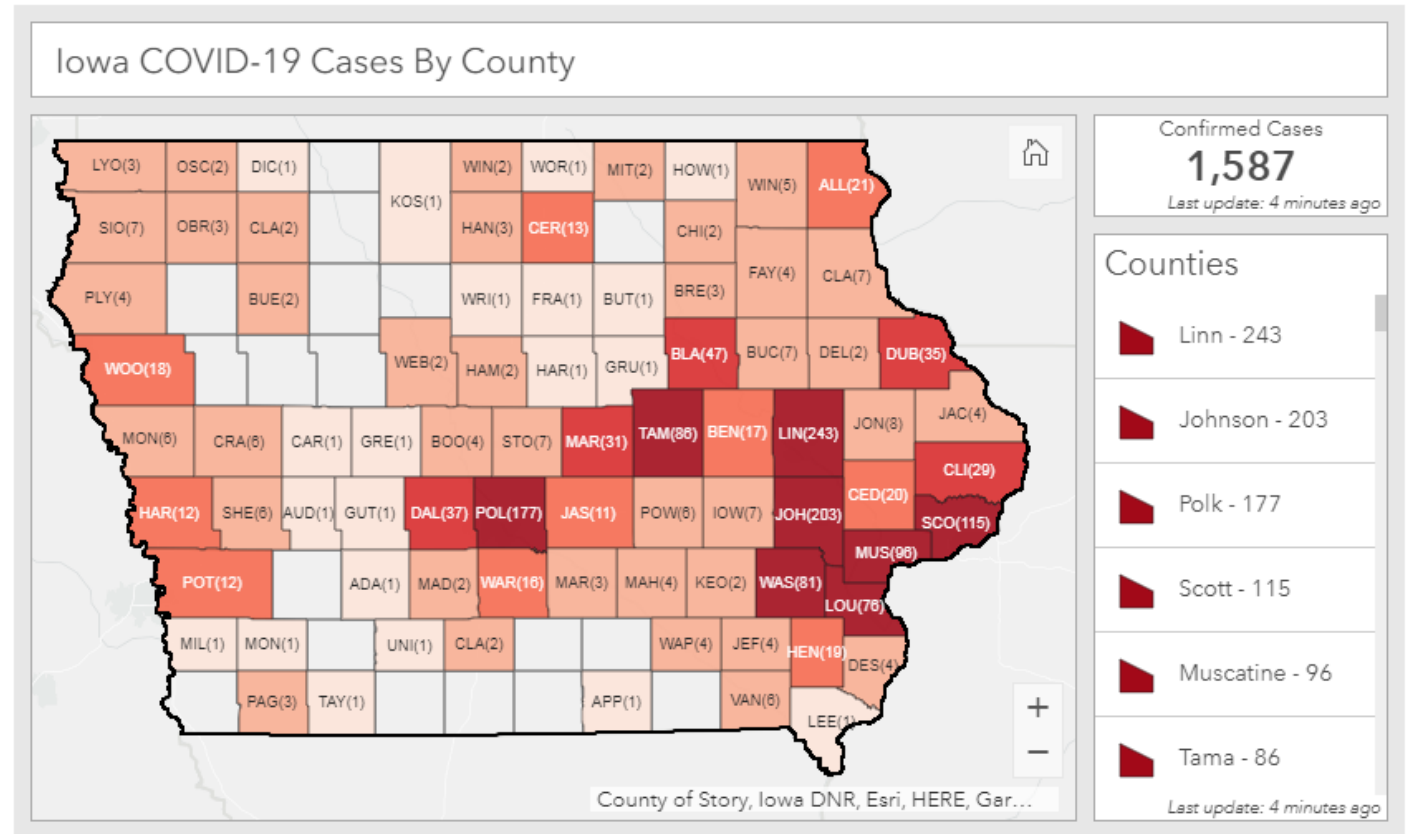
Iowa Department of Public Health

Number of Confirmed COVID-19 Cases in Iowa

Confirmed 1,270 (+317)

Hospitalized (prev 24 hours) 115

Deaths 29 (+2)



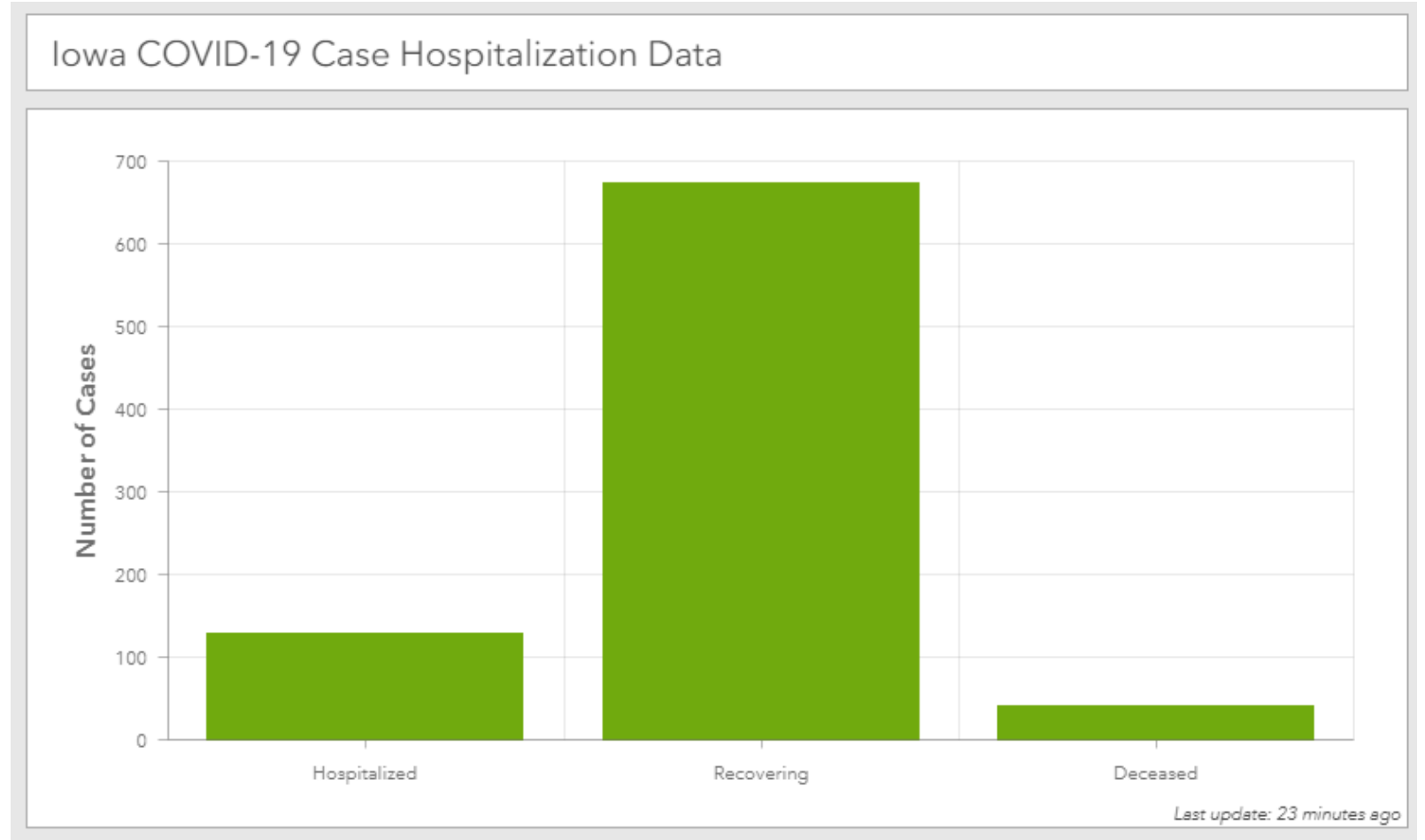
<https://idph.iowa.gov/emerging-health-issues/novel-coronavirus>

Iowa Situation Update

Previous day's snapshot for a 24-hour period. Data is NOT cumulative.

Hospitalization Data

Iowa Department of Public Health

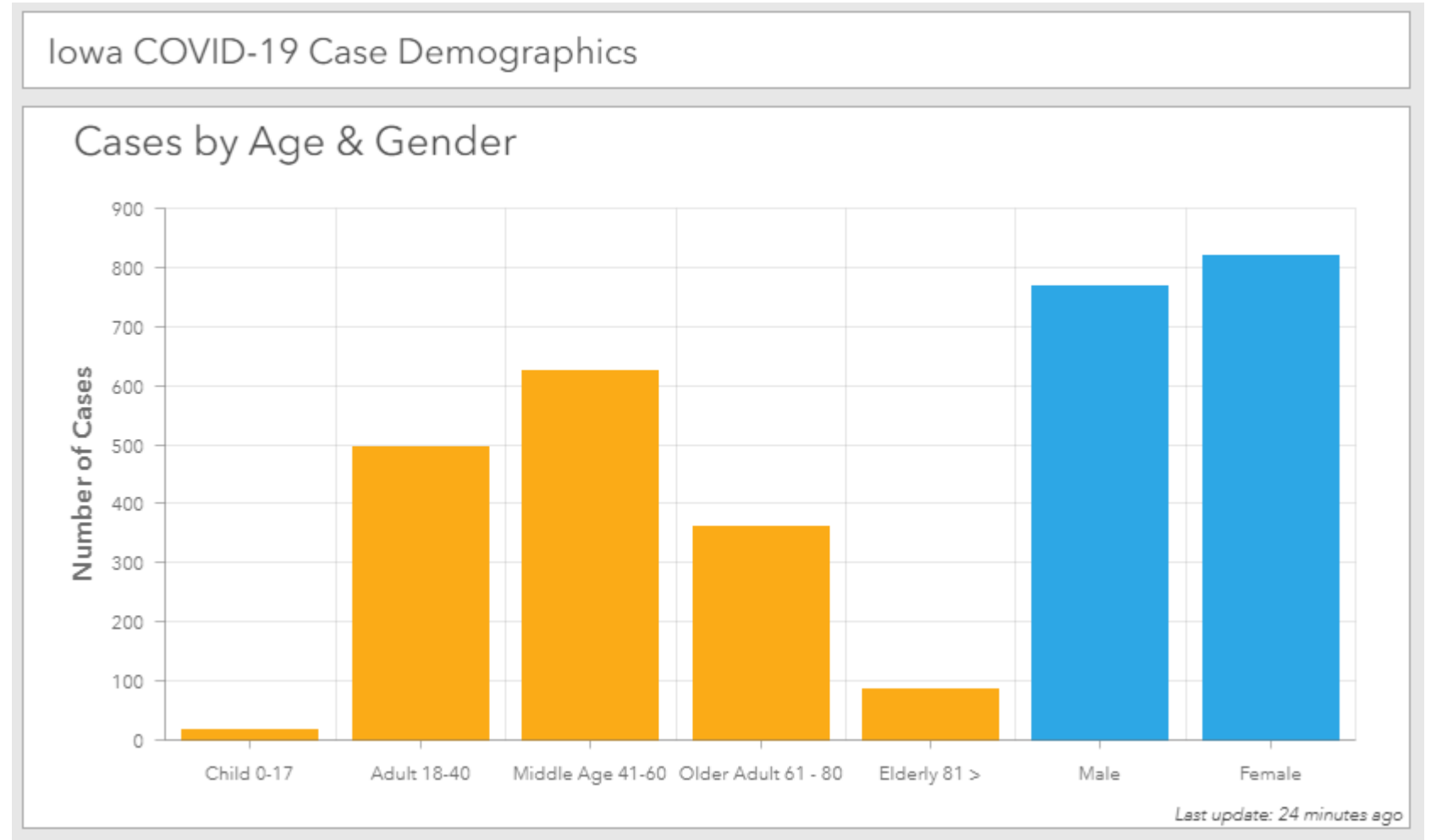


<https://idph.iowa.gov/emerging-health-issues/novel-coronavirus>

Iowa Situation Update

Age & Gender

Iowa Department of Public Health



<https://idph.iowa.gov/emerging-health-issues/novel-coronavirus>

Polk County Confirmed COVID-19 Cases



Number of Confirmed COVID-19 Cases in Polk County	
Tested	3,024 (+159 since Friday)
Confirmed	198 (+51 as of today)
Active cases	96
Recovered	102 (+12 as of today)
Hospitalized (past 24 hrs only)	24 (inpatient on 4/12)
Deaths	5 (+0 as of today)

(Numbers are correct and adjusts the lag time between IDPH website updates)



PCPH Group – Kari Lebeda-Townsend, PCHD



Recent Accomplishments

- Case management, contact tracing and follow-up continues
- New procedures for internal tracking system
- Finalized a process for REDCap data entry
- Added an additional RN to staff
- Locations and approaches to increase CD team staff capacity

PCPH Group – Kari Lebeda-Townsend, PCHD



Objectives	Due Date
Addressing school return questions and children on immunization provisional waivers	Monitoring
Prepared to increase CD team staff capacity	Ongoing
Develop position job aid to document processes for continuity	4/1
Identify the technology that is required for your Section/Group/CD Team to work virtually and identify gaps	4/6
Prepare a plan that will identify and describe how your Section/Group will work virtually	4/8
Identify successor	4/8
Fill any gaps that will allow virtual EOC work to continue	4/9
Test/validate virtual EOC operations	4/10
Make necessary corrections from Friday's virtual test	4/13

Medical Coord Ctr (MCC) Group – Franny Medeiros, PCHD



Recent Accomplishments

- Hospital systems standardized surge plans
- 2-1-1 is capturing symptomatic calls vs worried well now, which provides additional surveillance
- Airway bypass added to EMResource
- Capturing data on a daily basis
- First draft of the non-traditional hospital surge plan completed

Medical Coord Ctr (MCC) Group – Franny Medeiros, PCHD



Objectives	Due Date
Collaborate with IANG LNO on regional plans within Service Area 1	Ongoing
Coordinate with RMCC on their operations	Ongoing
Coordinate with LTC facilities	Ongoing
Develop position job aid to document processes for continuity	4/1
Continue PPE discussion to come to a hospital system agreement	Ongoing
Fill any gaps that will allow virtual EOC work to continue	4/9
Test/validate virtual EOC operations	4/10
Implement Ethical Standards of Care	4/24
Make necessary corrections from Friday's virtual test	4/13
Gather and share information from IDPH on PPE re-usage	4/13

Metro Hospital Status Report



Metro Hospital Status As of 4/10/2020							
		Tier Color	Positive	Hospitalizations	PUI	Staffing	Logistics
MercyONE	AM		15	19			
	PM						
Broadlawns	AM		0	2			
	PM						
UnityPoint Health - Des Moines	AM		8	10			
	PM						
VA - Central Iowa Healthcare System	AM		2	1			
	PM						

Congregate Care Group – Carmin Hutch, PCHD



Recent Accomplishments

- Managing 8 impacted facilities

Congregate Care Group – Carmin Hutch, PCHD



Objectives	Due Date
Identify successor	4/8
Test/validate virtual EOC operations	4/10
Coordinate with Mental Health Group on transport of group home patients	4/9
Make necessary corrections from Friday's virtual test	4/13
Provide guidance to group homes on staffing recommendations and how to minimize exposure to "narrow the web" across group home locations/patients	4/14
Daily calls for impacted facilities	Ongoing

Mental Health Group – Liz Cox, Polk County Health Services



Recent Accomplishments

- Established a hotline for medical staff & emergency responders to support their own mental health
- Launched social media, PSAs and resource tool kit for mental health
- Mental health support via 211 is live
- Published list of providers accepting new telehealth mental health patients
- Funding approved to equip consumers with phones for telehealth services
- Finalized and shared a draft family plan for emergency responders
- Connected mental health group homes with Operations – PCHD
- Coordinated respite services for parents of kids with special needs
- Succession planning/successor identified
- Developed a Facebook filter and “care” package of printables for healthcare provider appreciation
- Presented, with EMA, to the Des Moines Partnership

Mental Health Group – Liz Cox, Polk County Health Services



Objectives	Due Date
Continue connecting with volunteers with home-bound people	Ongoing
Equip (purchase) consumers with phones for telehealth services	Ongoing
Coordinate with Legal Aid	4/8
Review protocols with EMS and Group Home providers	4/10
Make necessary corrections from Friday's virtual test	4/13
Begin the development of an emergency responder and medical provider feeling appreciated and supported campaign	4/15

Mass Fatalities Group – Dr. Joshua Akers, PCME Office



Recent Accomplishments

- Reached out local funeral homes to exchange information about COVID
- Spoke with Iowa Office of the State Medical Examiner (IOSME)
- Discuss National Guard plans with IOSME
- Identified Hamilton's Funeral Home – Mitchellville location as overflow

Mass Fatalities Group – Dr. Joshua Akers, PCME Office



Objectives	Due Date
Surge plan for mass fatalities	Ongoing
Monitor death trends	Ongoing
Discuss hospital morgue storage	4/6
Meeting with funeral homes and State ME to discuss needs moving forward	4/8
Identify successor	4/8
Make necessary corrections from Friday's virtual test	4/13

Housing Group – Eric Kool, Polk County Comm, Family, Youth Services



Recent Accomplishments

- Identify and provide entertainment options for residents
- Identified connections for client supports – MIS
- Identified discharge transportation options
- Contracts executed for security, laundry and meals for the Isolation Shelter
- Arranged alternative housing for Polk County essential employees

Housing Group – Eric Kool, Polk County Comm, Family, Youth Services



Objectives	Due Date
Continue to interview and hire staff	Ongoing
Coordinate with Central Intake/PHC on the expansion of rapid re-housing for families on wait lists or in shelters	Ongoing
Coordinate with PIO and BOS to share financial coaching availability	4/9
Develop a task list required for Isolation Shelter demobilization	5/1

Emergency Services Group – Common Accomplishments



Recent Accomplishments

- Primary alternative (Phase 1) housing location for emergency services is open and ready to receive responders
- Childcare options and process has been developed and distributed to all organizations
- Support and communicate 211 and other mental health resources and family planning for emergency responders (CISM and peer support)
- LE agency tiered mutual aid response provided to PSAPs via E911 Coordinator (FD/EMS Teams Cards already in place)

Emergency Services Group – Common Objectives



Objectives	Due Date
Plans for secondary locations for first responder alternative housing	Ongoing
Test/validate virtual EOC operations	4/10
Develop and distribute a dashboard of emergency services' status for feedback	4/17

Law Enforcement Branch – PLEXA



Recent Accomplishments

- Primary alternative (Phase 1) housing location for emergency services is open and ready to receive responders
- A spreadsheet was developed for mutual aid during staff shortages; PSAP collaboration for critical staffing for essential services and modeling has begun
- Childcare options and process has been developed and distributed to all organizations
- Support and communicate 211 and other mental health resources for emergency responders
- Position job aid to document processes developed for continuity

Law Enforcement Branch – PLEXA



Objectives	Due Date
Test/validate virtual EOC operations	4/10
Make necessary corrections from Friday’s virtual test	4/13

EMS Branch – CIEMSD



Recent Accomplishments

- Primary alternative (Phase 1) housing location for emergency services is open and ready to receive responders
- Confirmed process for exposure reporting for EMS providers/HC workers
- Childcare options and process has been developed and distributed to all organizations
- Support and communicate 211 and other mental health resources for emergency responders
- Confirmed the logistics app is working
- Approval of medical directors to implement assess and refer protocol
- Airway Management Diversion Protocol implemented

EMS Branch – CIEMSD



Objectives	Due Date
Finalize first responder alternative housing plans	Ongoing
Protocol 36 pandemic protocol for EMD - PSAPs	4/10
Pandemic Triage and Transport Plan	4/10
Alternative transport destinations	4/10

Fire Service Branch – PCFCA



Recent Accomplishments

- Primary alternative (Phase 1) housing location for emergency services is open and ready to receive responders
- Childcare options and process has been developed and distributed to all organizations
- Support and communicate 211 and other mental health resources for emergency responders

Fire Service Branch – PCFCA



Objectives	Due Date
Test/validate virtual EOC operations	4/10
Make necessary corrections from Friday's virtual test	4/13

Operations Section Chief – A.J. Mumm, Polk Co EMA



Recent Accomplishments

- Unification of LE, Fire and EMS strategy on Alternative Housing
- Provide working space for R-MCC
- Integrate PSAP (911 Call Centers) representatives into EOC
- Define the coordination required between Ops and Logs for resource management

Operations Section Chief – A.J. Mumm, Polk Co EMA



Objectives	Due Date
Develop position job aid to document processes for continuity	4/1
Review epidemiological modeling data developed, review planning assumptions based on data	4/3
Merge MCC and the RMCC into the Polk County EOC physical space	4/6
Utilization of Air B and B, etc into alternative strategies	4/6
Identify the technology that is required for your Section/Group to work virtually and identify gaps	4/6
Prepare a plan that will identify and describe how your Section/Group will work virtually	4/8
Identify successor	4/8
Fill any gaps that will allow virtual EOC work to continue	4/9
Prepare to develop recovery strategies	4/10
Discussion with Operations Section of how to coordinate virtually	4/10
Create video for resource request and fulfillment process	4/14
Utilize data from MCC and Logistics regarding PPE	4/10

Logistics Section Chief – Cameron Stufflebeam, Polk Co EMA



Recent Accomplishments

- Application for ordering PPE is working
- Contact w/LTHC oversight and outreach w/MCC
- Logistics email: **logistics@polkcountyiowa.gov**
- Request process for other items than PPE
- Guidance for resource requests was distributed via DLAN
- Medical Supply Specialist on-site
- Community Lifelines* have been added to the Priority 2 PPE group
 - *FEMA definition
- Large donations are being offered
- Placed an order for PPE via the county vendor
- Quick turn to provide PPE to a “hot spot” within 3 hours

Logistics Section Chief – Cameron Stufflebeam, Polk Co EMA



Objectives	Due Date
10-day plan and re-order process, Alternate sourcing, WebEOC clean-up and entry State asset delivery and distribution	Ongoing
Volunteer management process	4/2
Warehouse management process	4/2
Identify the technology that is required for your Section/Group to work virtually and identify gaps	4/15
Prepare a plan that will identify and describe how your Section/Group will work virtually	4/8
Identify successor	4/8
Demobilization	4/17
“Push pack” inventory and process for congregate facilities	4/10

Resource Management Status



	Total Requests	Total Requests Filled	Total Requests Partially Filled	Total Items Requested	Total Items Issued
31-Mar	18	5	13	34,236	9,967
1-Apr	17	6	11	23,428	17,428
2-Apr	8	3	5	5,303	4,704
3-Apr	23	12	11	10,398	9,171
6-Apr	12	2	10	18,363	9,005
7-Apr	7	2	5	5,408	1,638
8-Apr	16	9	7	13,796	13,028
9-Apr	5	1	4	3,559	2,893
10-Apr	12	6	6	6,450	5,321
Totals	118	46	72	120,941	73,155

Logistics Section – Dutch Geisinger, Safeguard Iowa



Recent Accomplishments

- Maintaining Q&A on safeguardiowa.org
- Monitoring federal trends through FEMA CIKR and CISA calls
- Working with OSHA and DOL to answer questions for private sector
- Working with Hawkeye hotels on alternative housing for medical, NG, and responders
- Acquired a list of companies that are manufacturing PPE
- Organizations will share messaging about not hoarding food/supplies

Logistics Section – Dutch Geisinger, Safeguard Iowa



Objectives	Due Date
Address concerns from private sector	Ongoing
Continue adding to scam and FAQ page	Ongoing
Discussion with IEDA on recovery and messaging to businesses	Ongoing
Continue to support private sector and government requests for resources	Ongoing
Identify successor	4/8
Identify specific donors for needed items	4/8
Clarification from IDPH on the reporting requirements of absenteeism from employers	4/14

Logistics Section – Volunteer Mgmt Unit – Doug Stogel, Polk County CFYS



Recent Accomplishments

- Alignment with United Way and Volunteer Iowa to support volunteer management
- Flow chart was shared with Logistics for volunteer management process
- Utilize Polk County's volunteer website ([url here](#)) to recruit and assign

Logistics Section – Volunteer Mgmt Unit – Doug Stogel, Polk County CFYS



Objectives	Due Date
Identifying county employees to be used as volunteers	Ongoing
Develop position job aid to document processes for continuity	4/1
Identify successor	4/8

Logistics – Food Unit – Patty Nordmeyer



- Sign-up at the front desk by 10:00
- Use provided, disposable utensils – do not share
- Food schedule
 - Monday - Fireside Grill
 - Tuesday – Cool Basil
 - Wednesday - Fernandos

Planning Section Chief – DeAnne Sesker, Polk Co EMA



Recent Accomplishments

- Developed position job aid for continuity
- Established a process to collect, prepare and produce incident documentation on a daily basis

Job Aids and Successors



- Job Aids

- Planning Section
- Finance/Admin
- PIO
- Housing
- Emergency Services
- Mental Health
- IC

- Successors Identified

- PIO
- Emergency Services
- Finance/Admin
- Healthcare – MCC
- Mental Health
- IC

Planning Section Chief – DeAnne Sesker, Polk Co EMA



Objectives	Due Date
Gather Group accomplishments and objectives for next day	Ongoing
Prepare for the next day's daily briefing	Ongoing
Prepare for Tuesday's Stakeholder Briefing	Every Monday
Conduct Weekly Stakeholder Briefing	Every Tuesday
Prepare and publish the weekly IAP	Every Tuesday
Identify successor	4/8
Conduct 4/10 morning briefing virtually	4/10
Meet with Section Chiefs and Group Supervisors to begin collecting AAR content	4/13
Make necessary corrections from Friday's virtual test	4/13

Finance Section – Keith Olson, Polk County Auditor's Office and Scott Slater, Polk County Public Health



Recent Accomplishments

- COVID-19 Crisis Response Supplemental Funding contract approved by BOS 4/7/2020
- Reviewed funding parameters and work with staff to identify needs and appropriate expenditures
- Developed a plan with Auditor's Office to assure eligible expenditures are being captured and coded to supplemental health grant
- Polk County government has completed a Request for Public Assistance (RPA) to FEMA cover all county departments
- All \$160K of IDPH supplemental funds are obligated

Finance Section – Keith Olson, Polk County Auditor’s Office and Scott Slater, Polk County Public Health



Objectives	Due Date
Gathering costs from each partner on projected costs per activity and initial IDPH approval	Ongoing
Coordinate between Housing Group F/A and BOS re: reimbursement and stimulus impacts	Ongoing
Prepare a plan that will identify and describe how your Section/Group will work virtually	4/8
Fill any gaps that will allow virtual EOC work to continue	4/9
Test/validate virtual EOC operations	4/10
Make necessary corrections from Friday’s virtual test	4/13

Public Information Officer – Nola Aigner Davis, Polk Co Health



Recent Accomplishments

- Working with JIC to answer media requests
- Social media graphics/website updates
- Added financial resources to website
- Ongoing conversations with refugee/immigrant organizations to provide COVID-19 resources

Public Information Officer – Nola Aigner Davis, Polk Co Health



Objectives	Due Date
Working with refugee/immigrant population	Ongoing
Update website and social media	Ongoing
Work on MCC communication needs with JIC	Ongoing
Work with refugee messaging and information sharing	4/9
Media campaign for schools and mental health	4/9
PSA for Financial Empowerment Center	4/17
Conduct a financial Town Hall on KCCI	4/17
Make necessary corrections from Friday's virtual test	4/13
Create a video on the resource request/donation process with Logistics Section	4/17
Interpretation call center to be established and shared	4/14

Current Focus Areas - PSC



- COVID-19 testing
- Alternative housing
- Surge capacity
- Resource management
- Continuity Planning
- Ethics/Crisis Standards of Care
- Food pantry (monitoring)

Ongoing Initiatives - PSC



- Rumor control
- Law Enforcement
- Critical infrastructure
- Mass fatality planning

Emerging Priorities - PSC



- Demobilization
- Recovery

Safety Officer – Polk County Risk Management



Safety Top 5

1. Wash your hands / use sanitizer frequently
2. Take your temp – ≤ 100.4
3. Sleep
4. Monitor stress
5. Drink water / healthy foods

Hazardous Weather Outlook Today

Sunny, high near 43; winds gusting up to 28 mph. Low around 27 and gusty

Tuesday - Wednesday

Tuesday – sunny, high near 44 and gusty winds.

Wednesday – partly sunny, slt chance of rain, high near 48.

Spotter Activation Statement

- Spotter Activation is not expected

Our success is measured by how well we help others succeed.

Policy Group – Supervisor Matt McCoy, Polk Co BOS



1. Reviewing stimulus package and will be pushing out messaging
2. Master agreement with Marriott Courtyard -Ankeny for Polk County employees who may be exposed
3. Alternative election location and staff planning
4. CISS numbers are high; will look for ways to support
5. \$40M for Iowa to support homelessness needs/housing
6. Recovery – guidance for re-opening or alternative options until re-opening for various businesses/attractions
7. Information on/help with financial crisis management for families; developing PSAs
8. Election planning
9. Immigrant/refugee messaging
10. Small business grants being developed; non-profit support
11. Federal advocate to breakdown the CARES Act
12. Strengthen messages to business community and refugee employees
13. BOS participating in a SBA project focused on sole proprietors
14. Updating employee policy on how to handle a positive, presumed positive or exposure
15. Applying for a collaborative grant with DMARC and Food Bank

Weekly Meetings at a Glance



	Monday	Tuesday		Wednesday		Thursday	Friday
800	Daily Briefing (Z)	Daily Briefing (Z)		Daily Briefing (Z)		Daily Briefing (Z)	Daily Briefing (Z)
830							
900				County EMA / HSEMD (C)			
930							
1000							
1030		Weekly Stakeholders Briefing (Z)					
1100	Gov Press Conference		Gov Press Conference	Gov Press Conference		Gov Press Conference	Gov Press Conference
1130							
1200	Law Enforcement (C)	Shelters (C)		Law Enforcement (C)	HCC / IDPH (Z)		Law Enforcement (C)
1230							
1300		Critical Infrastructure Partners (Z)		Food Bank (C)		Dallas County Briefing (Z)	
1330							
1400		Chief Medical Officers (C)				Chief Medical Officers (C)	
1430							
1500							
1530					Mass Fatalities (Z)		
1600	EMS (Z)	EMS (Z)		EMS (Z)			EMS (Z)
1630							
1700							

BIG WINS!



What	Who
2-1-1 for the public, clinical and responder audiences	Healthcare and Mental Health Groups
Town Halls/media coverage	PIO
Isolation Shelter	Housing Group
Social media and PCHD website	PIO
Partnering with United Way for volunteer management	Volunteer Management Branch
Establishment of the Medical Coordination Center in the EOC	Healthcare Group
Development of the resource ordering application and process	Healthcare Group Logistics Section
Identified alternative housing for first responders	Emergency Services Branch
Non-traditional hospital surge plan - DRAFT	Healthcare Group

What	Who
Clarification on exposure criteria for responders	CIEMSD
Ongoing capture of successes/best practices	Planning Section Chief
Mitigation strategies implemented	County Jail and Juvenile Detention
Emerging Infectious Disease Surveillance tool	CIEMSD
Strong and resilient Communicable Disease Team nurses	Communicable Disease Team
Airway bypass added to EMResource	Healthcare Group – CIEMSD
MOAs returned from all partners	Healthcare Group – MCC
Logistics ordering process communicated	Logistics

Q&A



Closing Comments

Adjourn